

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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November 5, 2002

FROM: DAVID H. SLAUGHTER, Director
Real Estate Services Department

SUBJECT: POSITION RECLASSIFICATION

RECOMMENDATIONS: Approve reclassification of position no. 02916 from Staff Analyst I [Administrative Services Unit, R50 (\$38,730 to \$49,442 per year)] to Staff Analyst II [Administrative Services Unit, R56 (\$44,845 to \$57,242 per year)].

BACKGROUND INFORMATION: In fiscal year 1989-90, this position was responsible for the Real Estate Services Department budget (AAA RPR) and other administrative duties. In fiscal year 1990-91, responsibility for the Rents budget (AAA RNT) was added to its list of duties. In fiscal year 1995-96, responsibility for the Chino Agricultural Land Post-Acquisition Program budget (SIF INQ) was also added. Additional administrative duties were also added during these and subsequent years. At the request of the Director of Real Estate Services, a Position Classification Questionnaire was submitted with the department's fiscal year 2002-03 budget. The Human Resources Department has completed a classification study and recommends the position be reclassified from Staff Analyst I to Staff Analyst II.

REVIEW BY OTHERS: The item has been reviewed by Human Resources (Linda Matthews, Human Resources Section Manager) on July 3, 2002; County Counsel (W. Andrew Hartzell, Deputy County Counsel) on October 28, 2002; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst) on October 28, 2002.

FINANCIAL IMPACT: The additional cost in fiscal year 2002-03 will be approximately \$1,700; however, the funding for this position was included in the Real Estate Services Department's budget (AAA RPR) at the higher classification pending completion of the classification study. Therefore, this item will not result in additional local cost. In subsequent years, the total additional cost of this action, which is expected to be approximately \$6,200 per year, will be funded from the department's available budget.

SUPERVISORIAL DISTRICTS: All

PRESENTER: David H. Slaughter, Director, 7-7813

Record of Action of the Board of Supervisors